**Agenda and Email for Determining Pacing**

*This resource is a sample email for teacher leaders. The email includes goals and an agenda for a meeting to determine pacing.*

Teacher Leader –

We are looking forward to drafting our curriculum pacing guides next week from 9:00-4:00. This meeting will help us create district and school expectations for scheduling, pacing, and use of materials that support teachers and students in meeting the learning goals for the curriculum.

Below are high-level goals and the agenda for the day:

**Goals:**

* Set clear expectations for how teachers should follow the curriculum pacing guides.
* Set clear expectations for when and how teachers can make modifications to the curriculum.
* Make a plan to communicate all expectations to teachers.
* Create opportunities for teachers to provide feedback on plans for scheduling, pacing, and use.

**Agenda:**

* 9:00-9:30 – Opening, Icebreaker, Norms, and Purpose Setting
* 9:30-10:30 – Review Curriculum Pacing Guides Provided by the Developer
* 10:30-11:30 – Discuss Pros and Cons of Different Pacing Options and Make a Choice
  + No pacing guidance
  + Setting pacing at the lesson level
  + Setting pacing at the unit level
* 11:30-12:00 – Lunch
* 12:00-12:30 – Set Clear Expectations for How Teachers Should Follow the Pacing Guides
* 12:30-1:30 – Set Clear Expectations for When and How Teachers Can Make Modifications to the Curriculum
* 1:30-3:30 – Begin Drafting Grade-level Curriculum Guides
* 3:30-4:00 – Next Steps:
  + How will we communicate the pacing expectations to the teachers?
  + What opportunities will we provide for teachers to provide feedback on plans for scheduling, pacing, and use?
  + Establish a timeline for completing the drafts and communicating the information to teachers.

Please bring a computer to the meeting. Reach out with any questions.

Best –

X